

**POSITION DESCRIPTION FOR THE GENERAL SECRETARY****GENERAL SECRETARY**

- Location:** Sydney
- Appointed by:** Assembly
- Responsible to:** Assembly, and the Standing Committee
- Has reporting to him/her:** Assembly Archivist  
Assistant to the General Secretary  
Associate General Secretary  
Chief Financial Officer  
Executive Director, Beneficiary Fund  
National Director, Frontier Services  
National Director, Uniting International Mission  
Principal, Coolamon College  
Secretary, Christian Unity Working Group  
Senior Communications Officer
- Membership:** Assembly  
Standing Committee  
All Assembly Reference Groups/Committees [see Reg. 3.6.17]  
All Synods [see Reg. 3.5.2(a)(i)]
- Basic purpose:** As chief executive officer of the Assembly:
- to provide vision and leadership to the Church, especially in the Church's national life, mission and commitment to Christian unity;
  - to ensure implementation of Assembly policy;
  - to co-ordinate Assembly sector activities; and
  - to oversee the management of Assembly staff.
- See Regulation 3.6.17.
- Major responsibilities:**
1. to exercise general leadership in the Church and promote its pastoral and missional well-being;
  2. to liaise with the President in guiding and encouraging the Church;
  3. to ensure the policies and programs of the Assembly are implemented;
  4. to ensure the effective operation of the National Secretariat;
  5. to encourage and co-ordinate the work of Assembly agencies and staff;
  6. to ensure the efficient operation and well-being of Assembly staff, including delegation of tasks as appropriate;
  7. to maintain and foster ecumenical relationships in collaboration with the Christian Unity Working Group;
  8. to participate in meetings of the NCCA Executive, as the alternate to the President;
  9. to serve as spokesperson for the Assembly, in consultation with the President;
  10. to do such other things as the Assembly may require.

*Approved by the Assembly Standing Committee  
March 2007*